

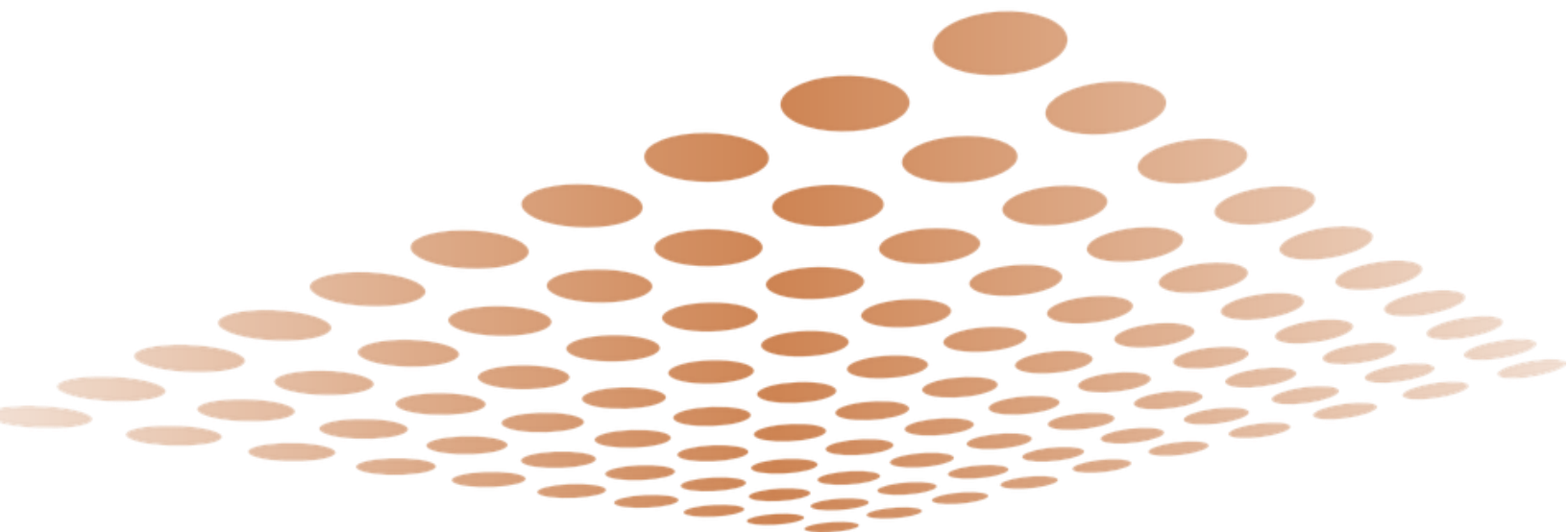


ADOA – General Accounting Office

# QUICK REFERENCE GUIDE:

## DISPOSING OF A FIXED ASSET

LOST, STOLEN, OR DESTROYED





# DISPOSING OF A FIXED ASSET

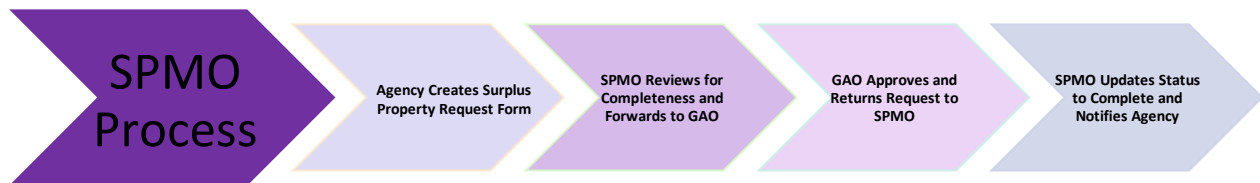
## (LOST, STOLEN, OR DESTROYED)

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### Overview

The Fixed Asset disposal (FD) document is used to record all fixed asset disposals, including stewardship resources (memo assets) and the reason for the disposal indicated by the disposal method.

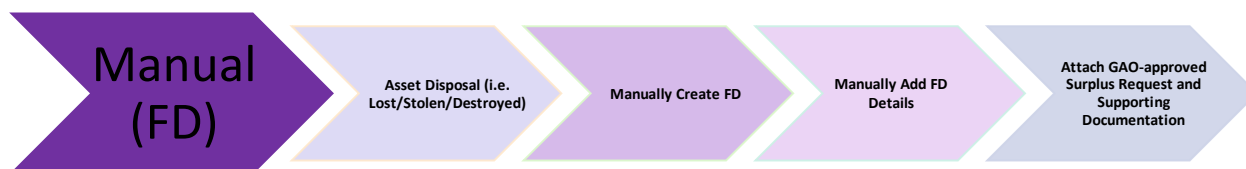
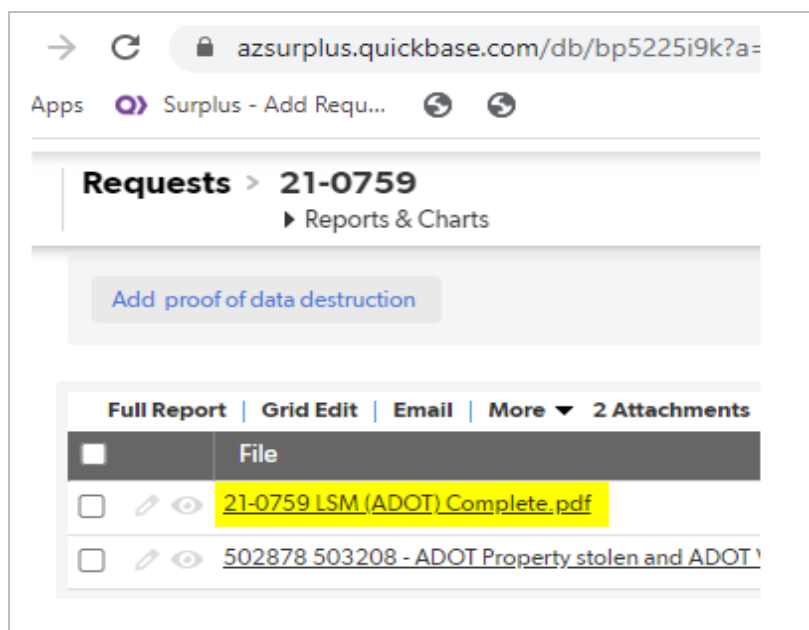
This QRG provides specific additional guidance for the manual creation of the FD document used to record information about lost, stolen, or destroyed fixed assets.



First, the agency initiates the fixed asset disposal process using the Surplus Property Management Office's (SPMO) on-line Quickbase System by submitting the Surplus Request form located here: <https://azsurplus.quickbase.com/db/bp5225i9k?a=nwr>. Attach required supporting documentation to your Request. Detailed instructions on "How to Create a Request" can be found at <https://doa.az.gov/sites/default/files/Surplus-Property-Removal-Request-Form-Instructions.pdf>

Once submitted, a request number is automatically assigned by the Quickbase system in the FY-XXXX format. The SPMO reviews the request for required documentation and, once supporting documentation is verified by the SPMO, requests are then forwarded by email to GAO for approval. GAO reviews the request and supporting documentation and if approved, returns the signed Surplus Request form and supporting documentation to SPMO. Refer to SAAM 2560 for additional information. SPMO will attach GAO's approval, mark the request "Complete" in their on-line system, which will notify the requesting agency of the status change.

GAO approved pdf document will appear as Complete in Surplus' Quickbase system:



## Creating a Manual Fixed Asset (FD) Document

The following steps will provide the procedures to create a manual fixed asset disposal (FD) document when the following Disposition Methods apply: ACCD (Veh Accident); FRFL (Fire or Flood); LOST (Lost); THEF (Theft); or WO (Written Off/Worn). The FD document **should not** be submitted until after approval has been received back from SPMO and attached to the FD document.

Note: For Disposition methods of SOLD (Sold); TRAD (Traded); TRAN (Transferred) see AFIS Manual: Asset Management.

Log into **AFIS**. Navigate to the Document Catalog

### Navigate to the Document

1. In the Code field, enter **FD**. Click **Create**
2. In the **Dept.** field, enter **your department code**
3. Click **Auto Number** checkbox to generate a unique ID or your own unique document number
4. Click **Create**. A new document is generated



## Complete the Header section

Complete the Header component. At a minimum, enter the following information:

1. In the **Click on the General Information** Tab enter the:
  - Fixed Asset Number that you are disposing
  - Document description
2. Click the **Auto Apply** button. This will infer the current asset information automatically including: Fixed Asset Description, Asset Status, and Event Type “FA04”.

The screenshot shows the AFIS application interface. At the top, there's a navigation bar with links like Home, Personalize, Accessibility, App Help, and About. Below this is a header section with the AFIS logo and a welcome message. The main content area is titled 'Fixed Asset Disposition(FD)' and includes a 'Header' section with various tabs: General Information, Extended Doc Description, Responsibility Center, Composite Asset Information, Disposition Information, and Document Information. The 'General Information' tab is selected, showing a form with fields for Document Name, Record Date, Budget FY, Fiscal Year, Period, Document Description, Asset Status, Asset Status Name, Fixed Asset Number, Fixed Asset Description, Document Total, Document Depreciation, Final Accumulated Depreciation, Final Asset Value, Final Net Book Value, Event Type, Memo Asset, and Asset System Number. The 'Auto Apply' button is located at the bottom right of the form area. Below the form, there's a summary section with 'Component', 'Fixed Asset Number', 'Component Number', 'Accounting', 'Total Lines', 'Accounting Line', 'Posting', and 'Total Lines'. At the very bottom, there are buttons for Edit, Copy, Copy Forward, Discard, View PDF, Print, Processing, Workflow, File, and Close.

3. Click the **Responsibility Center** tab
  - Verify the Department and Unit inferred
4. At a minimum, enter the following on the **Disposition Information** tab
  - Disposition Date
  - Disposition Method
  - Disposition Code
  - Disposition Authority/the SPMO assigned Surplus Property Request number (e.g. 21-1234 or FY-####)



The screenshot shows the AFIS web application interface. At the top, there's a navigation bar with links like Home, Personalize, Accessibility, App Help, and About. Below this is a header section with a welcome message and a navigation menu including Procurement, Budgeting, Accounts Receivable, and Accounts Payable. The main content area is titled 'Fixed Asset Disposition(FD)' and displays various fields for document entry. The 'Disposition Information' tab is active, showing fields for Disposition Date (06/10/2020), Disposition Method (WO), Disposition Code, Property Survey Report ID, Security Incident Report ID, Police Report ID, Selling Price (\$0.00), Disposition Authority (20-1785), Disposal Reason, and Disposal Condition. At the bottom, there's a summary section with 'Component', 'Fixed Asset Number: HS18431', 'Component Number: 0001', 'Accounting' (Total Lines: 1, Accounting Line: 1), and 'Posting' (Total Lines: 2). A footer bar contains buttons for Edit, Copy, Copy Forward, Discard, View PDF, Print, Processing, Workflow, File, and Close.

*Note: If the disposition date is prior to the last depreciation calculation, negative depreciation can occur. When FD documents are submitted with negative depreciation regardless of the Disposition Method, they will route to GAO FA Approver. A correction will need to be processed by GAO before this document can be revised and resubmitted. Please contact your AFIS Liaison for assistance.*

## Complete the Component section

1. Click on **Component Classification** tab, for each component:
  - Verify the inferred information
2. Click on the **Cost, Valuation & Depreciation** Tab:
  - Verify the inferred information
3. Click on the **Disposition Details** tab
  - At a minimum, enter the Disposition Date

Prior to submitting the document, attach backup documents (e.g. approval from SPMO & GAO, titles, internal communications and approvals, etc.).

1. Click on **File** and select **Attachments**
2. Select **Upload**
3. Select **Browse** and select the file
4. Click **Upload**



## Quick Reference Guide

5. Click **Return to Document**

6. **Validate** FA Document

Confirm that the document validated successfully in the upper left-hand corner. If it did not, please see your accounting supervisor. The document will be processed through workflow.

***Note: Documents submitted without attached approved supporting documentation will be rejected.***